

## **City of Diamondhead**

### **Building Department – Development Coordinator**

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**Department:** Building

**EEO Category:** Professional

**FLSA Status:** Non-exempt

**Date Approved:** 10/06/2020

#### **Purpose of Position**

The Development Coordinator works under the direction of the Building Official in the administration of planning and zoning matters. This position is responsible for the coordination of development projects through the plan review process.

#### **Essential Job Functions:**

- Participates in the review of plans and specifications to determine compliance with the Zoning ordinance prior to the issuance of permits; confers with developers, engineers, architects, contractors, and property owners to assist with projects and to help resolve design problems.
- Undergird the activities of the Planning and Zoning Commission: prepares legal notices, staff reports for all types of planning and zoning cases and represents the City at Planning and Zoning Commission hearings.
- Coordinates development projects through the subdivision review process.
- Undergirds and facilitates the activities of the Development Review Committee.
- Administration of the Tree Ordinance, including inspections as it relates to the removal or trimming of protected trees.
- Approves all types of building and planning permits upon the direction of the Building Official.
- Knowledge of National Flood Insurance Program (NFIP) and other activities of the building department.
- Makes zoning and floodplain determinations.
- Develop and maintain the GIS software for the City.
- Other duties as assigned.

#### **Knowledge, Skills and Abilities:**

- Ability to plan, organize, and facilitate a smooth development review process.
- Provides technical assistance to property owners, builders, and developers in the preparation of plans to meet submittal criteria for building permits.
- Ability to handle multiple tasks and meet scheduled deadlines.
- Ability to review site plans and specifications and to determine compliance with Zoning Ordinance and the Flood Damage Prevention Ordinance.
- Ability to establish and maintain effective working relationships with city employees, developers, contractors, architects, and the public.

- Ability to prepare concise oral and written reports.
- Ability to read, evaluate and interpret codes, ordinances, and regulations in preparing an appropriate response.
- Excellent customer service skills.
- Thorough knowledge and ability for all site plan reviews for building permits and planning purposes.
- Knowledge of “Incode” permitting software is helpful.
- Ability to use Microsoft office software (i.e. MS Word, Excel, Powerpoint, Outlook, etc.).
- Knowledge of GIS software.
- Work is performed with a wide-ranging scope to exercise independent judgment.

### **Education and Experience**

A high school graduate or its equivalent and considerable experience in municipal land use regulations and ordinances. Completion of college-level course work in urban and regional planning is preferred. Minimum of five (5) years’ experience in the administration of municipal land use regulations. Other combinations of experience and education that meet the minimum requirements may be substituted.

### **Required Licenses or Certificates**

Must possess valid Mississippi driver’s license.

### **Physical Demands and Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, climbing, walking, twisting, and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.

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Employee

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Date

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Supervisor

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Date